

Continuing Education/Post-license Course Verification



Please check the type of license being renewed:

☐ **Salesperson** ☐ **Branch Manager** ☐ **Individual Broker**
☐ **Designated Broker** ☐ **Associate Broker**

FOR VALIDATION ONLY

FEES:

Branch Mgr., Individual Broker, Desig. Broker, Assoc. Broker –

Renewal: \$210.00

Late Renewal with Penalty: \$236.50

Salesperson – **Renewal: \$146.25**

Late Renewal with Penalty: \$172.75

Make remittance payable to: State Treasurer
Send this application with your remittance to:
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048

NAME (Print as it appears on your license – if officer, print corporation name also)			LICENSE NO.		SOCIAL SECURITY NO.	OFFICE TELEPHONE NO. ()
School*	Dates (Mo-Day-Yr) From To		Course Hours	Course Title		Course Number
Total Course Hours			→			
POST LICENSING PRACTICES VERIFICATION (if applicable)						

A representative sample number of real estate licensees will be audited for the purpose of documenting their continuing real estate education hours. If audited, you will be required to provide proof by submitting a copy of your clock hour certificate.

I declare under penalty of perjury that my answers and all information provided by me herein are true and correct, and that I have taken and have met all the requirements for continuing real estate education in accordance with RCW 18.85.140, RCW 18.85.165, WAC 308-124a-600, and that I have documentation which I will furnish to the Department of Licensing if requested to do so.

X

Applicant's Signature

Date

Instructions

This course verification form must be completed and sent with the appropriate fee(s) for the renewal of an active real estate license. Actively licensed salespersons and brokers are required to complete 30 hours of approved real estate education to renew. Additionally, if you are a salesperson renewing actively for the first time, you must also complete a 30-hour course in real estate practices, for a total of 60 hours. Inactive licensees are not required to complete continuing education at the time of renewal.

* After June 1, 2004 licensees must include 3 hours of prescribed core curriculum in the 30 hours required for the renewal of an active license. This course is commonly titled *"Current Issues in Washington (Residential or Commercial) Real Estate"*.

Your name and license/certification number should reflect what is currently indicated on your real estate license. A name change may be indicated on the course verification form, as long as you include the name currently on your license. Please type or print all information clearly in dark ink. Send the completed, signed form with the required fee(s) to:
Department of Licensing, P.O. Box 9048, Olympia, WA 98507-9048.

**Upon filing, this application becomes a public record and is
subject to public disclosure provisions under RCW 42.56**

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-6500 or TTY (360)664-8885.